



Parents as Teachers Home Visiting Program

2020-09 Request for Proposals (RFP) – Pre-bid Meeting
February 5, 2020



Delaware
Department of Education



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Request for Proposals - Overview



The State of Delaware Department of Education (DDOE), seeks Local Education Agencies (LEA's) to provide professional services to operate the Parents as Teachers (PAT) home visiting program. PAT is an international organization that promotes optimal early development and the learning and health of young children by supporting and engaging their parents through home visiting.



Important Dates

February 5th

Pre-Bid Meeting

February 12th

Deadline for
Questions

February 19th

Response to
Questions
Posted

March 4th

Deadline for
Proposals
2:00PM

April/May

Estimated Award
Notification



Program Purpose

PAT Affiliates will be required to provide services prenatal through age three by:

- Offering home visits;
- Providing group connections;
- Conducting child and family screenings;
- Connecting families to community resources; and
- Completing additional PAT outcome measurement requirements.

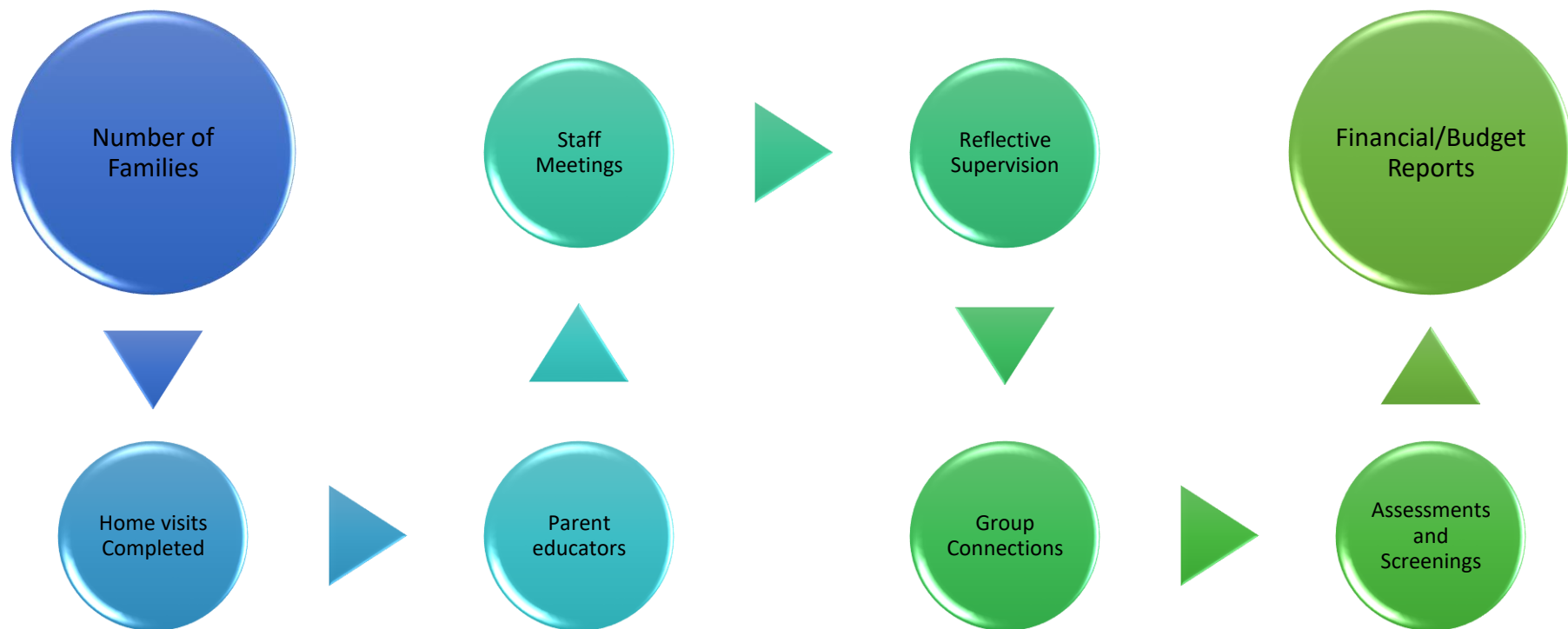
Affiliate will be required to collect data and participate in the continuous monitoring process determined by DDOE.





Data Collection/Continuous Quality Improvement (CQI)

All PAT Affiliates will be required to submit data on a monthly basis to DDOE.





Outreach and Enrollment

Young Parent
(Pregnant or
Parenting under
the age of 21)

Child with
disability or
chronic health
condition

Parent with
disability or
chronic health
condition

Parent with mental
health issues

High School
diploma not
obtained

Low income

Recent immigrant
or refugee family

Substance use
disorder

Foster care or
other temporary
caregiver

Housing instability

Parent
incarcerated
during child's
lifetime

Very low birth
weight and
preterm birth

Death in
immediate family

Intimate partner
violence

Child abuse or
neglect

Military
deployment



Program Structure

Each program determines the following:



Which counties do you want to serve?



How many families can your program serve?



How much will it cost you to serve those families?



Awards

Award amount will be based on budget proposals and negotiations with the DDOE finance office.

Prior to the execution of an award document, the LEA **must** provide a letter from the District School Board indicating their support of the PAT Program.





Scoring Criteria

All proposals shall be evaluated using the same criteria and scoring process. The following criteria shall be used by the Evaluation Team to evaluate proposals:

Criteria	Weight
Program Management	10%
Outreach and Enrollment	20%
Services	20%
Data Collection and Continuous Quality Improvement	20%
Essential Requirements	20%
Budget Proposal	10%
Total	100%



Vendors are encouraged to review the evaluation criteria identified to see how the proposals will be scored and verify that the response has sufficient documentation to support each criteria listed.



Mandatory Submission Requirements

- Each vendor solicitation response should contain at a minimum the following information:
 - Transmittal Letter as specified on page 1 of the RFP including applicant's experience, providing similar services.
 - The vendor proposal package shall identify how the vendor proposes meeting the contract requirements and shall including pricing.
 - 1 complete, signed, and notarized copy of the non-collusion agreement (attachment 2).
 - 1 completed RFP exception form (attachment 3).
 - 1 completed confidentiality form (attachment 4).
 - 1 completed business reference form (attachment 5).
 - 1 complete and signed copy of the subcontractor information form (attachment 6). **Only required if applicable, as subcontracting not preferred.*



Failure to provide all appropriate information may deem the submitting vendor as “non-responsive” and exclude the vendor from further consideration.



Mandatory Submission Requirements: Program Structure and Service Delivery Chart

One (1) Appendix B – Program Structure and Service Delivery Chart

A. Program Information	
1. Program Name	
2. Program Location	
3. School District/LEA	
4. Which <u>county(ies)</u> are you interested in providing PAT services?	<input type="checkbox"/> New Castle <input type="checkbox"/> Kent <input type="checkbox"/> Sussex

B. Program Management	
1. List your program's vision, mission, and goals, as applicable	
2. Describe your program's governing body structure (roles and responsibilities)	
3. What is your approach to ongoing professional development for all staff, including how you determine the effectiveness of these activities?	

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Mandatory Submission Requirements: Program Structure and Service Delivery Chart

One (1) Appendix B – Program Structure and Service Delivery Chart

C. Outreach and Enrollment	
1. Outline the recruitment process for identifying families	
2. Outline your program's process for retaining families	

D. Services	
1. Please describe your programs approach to service initiation/participation and assessment and goal setting	
2. Please describe your programs approach Personal Visits, Group Connections, Resource Networks, and Screenings	

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Mandatory Submission Requirements: Program Structure and Service Delivery Chart

One (1) Appendix B – Program Structure and Service Delivery Chart

E. Data Collection & Continuous Quality Improvement	
1. Please describe your program's approach to data collection and ensuring up to date and accurate data is captured	
2. Please describe how your program participates in CQI projects	

F. Essential Requirements	
1. Please describe how your program meets or plans to meet all of the Parents as Teachers National Center Essential Requirements	

Failure to provide all appropriate information may deem the submitting vendor as “non-responsive” and exclude the vendor from further consideration.



Mandatory Submission Requirements: Budget Proposal

One (1) Budget Proposal that includes the following:

- Projected number of families the program would like to serve;
- Projected financial support from the district; and
- Projected program costs:
 - Salaries and Other Employee Costs;
 - Travel;
 - Contractual Services (*Subcontracting requires prior approval and is not preferred);
 - Supplies and Materials; and
 - Capital Outlay.

Failure to provide all appropriate information may deem the submitting vendor as “non-responsive” and exclude the vendor from further consideration.



Proposal Submission



- Each proposal must be submitted with **4** paper copies including a price proposal and **2** electronic copies on separate USB memory drives. For electronic copies, please provide a separate pricing file from the rest of the RFP proposal responses.
- All properly sealed and marked proposals are to be sent to the State of Delaware and **received no later than 2:00 PM (Local Time) on March 4, 2020**. The Proposals may be delivered by Express Delivery (e.g., FedEx, UPS, etc.), US Mail, or by hand to:
Meaghan Brennan
DE Department of Education, Finance Office, Rm. 275
401 Federal Street, Ste. 2
Dover, DE 19901
- Vendors are directed to clearly print **“BID ENCLOSED”** and **“CONTRACT NO. 2020-09”** on the outside of the bid submission package.



Designated Contact

Address all communications to:

Meaghan Brennan
DE Department of Education, Finance Office
401 Federal Street, Ste. 2
Dover, DE 19901
Email: Meaghan.Brennan@doe.k12.de.us



Communications made to other State of Delaware personnel or attempting to ask questions by phone or in person will not be allowed or recognized as valid and may disqualify the vendor. Vendors should rely only on written statements issued by the RFP designated contact (above).



Questions?





Questions After Pre-bid Meeting

- The State of Delaware will allow written requests for clarification of the RFP. All questions shall be received no later than **February 12, 2020**. All questions should be posted on DDOE's website at:
<https://doeapppublic01.doe.k12.de.us/BidManagementPublic/#home>
- All questions will be consolidated into a single set of responses and posted on both DDOE's website, as well as the State's website at www.bids.delaware.gov by the date of **February 19, 2020**. Vendor names will be removed from questions in the responses released.





Thank You!

